

# Community Use of Public Facilities

## MISSION STATEMENT

The mission of the Office of Community Use of Public Facilities (CUPF) is to maximize the community's use of schools and other public facilities and to identify and facilitate activities and programs that respond to the community's needs without disrupting the instructional program of the Montgomery County Public Schools.

## BUDGET OVERVIEW

The total recommended FY08 Operating Budget for the Office of Community Use of Public Facilities is \$8,354,190, an increase of \$548,500 or 7.0 percent from the FY07 Approved Budget of \$7,805,690. Personnel Costs comprise 25.9 percent of the budget for 25 full-time positions and two part-time positions for 26.1 workyears. Operating Expenses and Capital Outlay account for the remaining 74.1 percent of the FY08 budget.

## HIGHLIGHTS

- ❖ *Increase reimbursements to MCPS to offset rising utility and staff costs.*
- ❖ *Maintain fund balance at or above policy target.*
- ❖ *Productivity Enhancements*
  - *Implement imaging technology for facility request forms to simplify the processing and retrieval of files.*
  - *Allow users to schedule long-term activities at a large number of sites.*
  - *Modify reporting on available gym time to improve scheduling of those facilities.*
  - *Enhance community relations by installing additional user guideline signs in English and Spanish at popular playing fields.*

## PROGRAM CONTACTS

Contact Elizabeth Habermann of the Office of Community Use of Public Facilities at 240.777.2713 or Charles Goldsmith of the Office of Management and Budget at 240.777.2779 for more information regarding this department's operating budget.

## PROGRAM DESCRIPTIONS

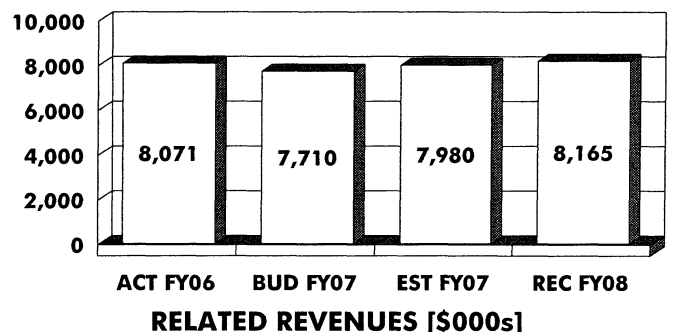
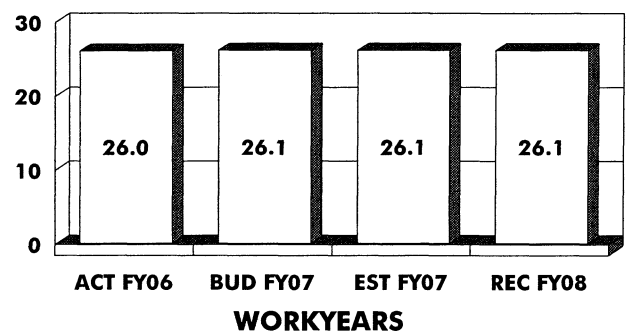
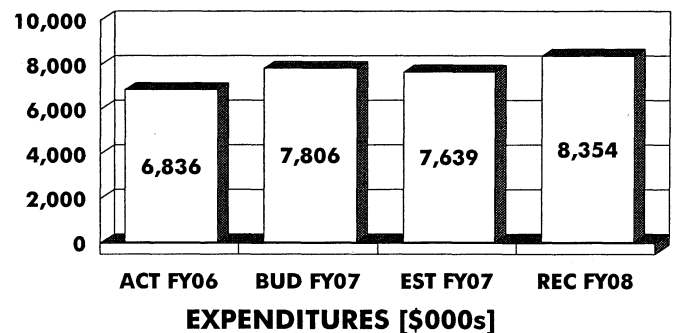
### Community Access to Public Space

This program provides community organizations and public agencies with access to public schools and government facilities for community services, programs, and events. Services performed by staff in support of this function include: user education training; centralized scheduling of schools, libraries, Regional Service Centers, and County government meeting

## Program Summary

	Expenditures	WYs
Community Access to Public Space	8,354,190	26.1
<b>Totals</b>	<b>8,354,190</b>	<b>26.1</b>

## Trends



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rooms; managing on-line customer facility requests; administering connectivity to the facility database for school and County staff; information and referral; and problem and conflict resolution. Working with MCPS staff, PTAs, and community-based committees in the implementation and review of facility use policies and procedures is an integral component of this program.

This program also provides general management and staff support to the Interagency Coordinating Board (ICB), which is CUPF's policy-making authority, and its Citizens' Advisory Committee; and administration for community use operations, including financial processes and budgeting for the Community Use Enterprise Fund. The County's General Fund supports limited free use of facilities to qualifying organizations in accordance with ICB policy.

***FY08 Recommended Changes***

	<b>Expenditures</b>	<b>WYs</b>
<b>FY07 Approved</b>	<b>7,805,690</b>	<b>26.1</b>
<b>FY08 CE Recommended</b>	<b>8,354,190</b>	<b>26.1</b>

## BUDGET SUMMARY

	Actual FY06	Budget FY07	Estimated FY07	Recommended FY08	% Chg Bud/Rec
<b>COMMUNITY USE OF PUBLIC FACILITIES</b>					
<b>EXPENDITURES</b>					
Salaries and Wages	1,343,636	1,524,410	1,403,740	1,617,450	6.1%
Employee Benefits	438,700	500,970	481,360	548,670	9.5%
<b>Community Use of Public Facilities Personnel Costs</b>	<b>1,782,336</b>	<b>2,025,380</b>	<b>1,885,100</b>	<b>2,166,120</b>	<b>6.9%</b>
Operating Expenses	5,041,444	5,780,310	5,753,720	6,151,070	6.4%
Capital Outlay	11,726	0	0	37,000	—
<b>Community Use of Public Facilities Expenditures</b>	<b>6,835,506</b>	<b>7,805,690</b>	<b>7,638,820</b>	<b>8,354,190</b>	<b>7.0%</b>
<b>PERSONNEL</b>					
Full-Time	25	25	25	25	—
Part-Time	2	2	2	2	—
Workyears	26.0	26.1	26.1	26.1	—
<b>REVENUES</b>					
General User Fees	7,885,253	7,490,880	7,745,700	7,900,610	5.5%
Ballfields	92,365	89,100	114,370	144,000	61.6%
Investment Income	93,115	130,000	120,000	120,000	-7.7%
<b>Community Use of Public Facilities Revenues</b>	<b>8,070,733</b>	<b>7,709,980</b>	<b>7,980,070</b>	<b>8,164,610</b>	<b>5.9%</b>

## FY08 RECOMMENDED CHANGES

	Expenditures	WYs
<b>COMMUNITY USE OF PUBLIC FACILITIES</b>		
<b>FY07 ORIGINAL APPROPRIATION</b>	<b>7,805,690</b>	<b>26.1</b>
<b>Changes (with service impacts)</b>		
Add: Imaging and Workflow Management System	28,000	0.0
<b>Other Adjustments (with no service impacts)</b>		
Increase Cost: Reimbursement to MCPS for Utilities	274,200	0.0
Increase Cost: Other Reimbursements to MCPS	91,530	0.0
Increase Cost: General Wage and Service Increment Adjustments	86,840	0.0
Increase Cost: Reimbursements to MCPS for Staff	81,720	0.0
Increase Cost: Annualization of FY07 Personnel Costs	59,890	0.0
Increase Cost: GASB 45 Retiree Insurance Costs	38,530	0.0
Increase Cost: Server Upgrade	30,000	0.0
Increase Cost: Office Lease	11,700	0.0
Increase Cost: Retirement Rate Adjustment	6,230	0.0
Increase Cost: Printing and Mail Adjustments	1,360	0.0
Increase Cost: Labor Contracts - Other	410	0.0
Decrease Cost: Motor Pool Rate Adjustment	-170	0.0
Decrease Cost: Advertising	-4,000	0.0
Decrease Cost: Non-local Travel	-4,000	0.0
Decrease Cost: Postage	-5,220	0.0
Decrease Cost: Office Supplies	-6,580	0.0
Decrease Cost: Miscellaneous Operating Expenses	-8,370	0.0
Decrease Cost: Professional Services	-8,620	0.0
Decrease Cost: Group Insurance Rate Adjustment	-12,630	0.0
Decrease Cost: Elimination of One-Time Items Approved in FY07	-25,000	0.0
Decrease Cost: Reimbursements to MCPS for Elections	-87,320	0.0
<b>FY08 RECOMMENDED:</b>	<b>8,354,190</b>	<b>26.1</b>

## FUTURE FISCAL IMPACTS

Title	CE REC. FY08	FY09	FY10	(S000's) FY11	FY12	FY13
This table is intended to present significant future fiscal impacts of the department's programs.						
<b>COMMUNITY USE OF PUBLIC FACILITIES</b>						
<b>Expenditures</b>						
<b>FY08 Recommended</b>	<b>8,354</b>	<b>8,354</b>	<b>8,354</b>	<b>8,354</b>	<b>8,354</b>	<b>8,354</b>
No inflation or compensation change is included in outyear projections.						
<b>Elimination of One-Time Items Recommended in FY08</b>	<b>0</b>	<b>-58</b>	<b>-58</b>	<b>-58</b>	<b>-58</b>	<b>-58</b>
Items approved for one-time funding in FY08, including database servers and an imaging system, will be eliminated from the base in the outyears.						
<b>Labor Contracts</b>	<b>0</b>	<b>103</b>	<b>205</b>	<b>212</b>	<b>212</b>	<b>212</b>
These figures represent the annualization of service increments, general wage adjustments, and associated benefits. Estimated compensation (e.g., general wage adjustments and service increments) for personnel are included for FY09 and beyond.						
<b>Central Duplicating Deficit Recovery Charge</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-1</b>	<b>-1</b>	<b>-1</b>
Departments will be assessed a per-employee charge to recover Central Duplicating's negative fund balance by the end of FY09.						
<b>CUPF Transfer to MCPS for Elections</b>	<b>0</b>	<b>3</b>	<b>-117</b>	<b>137</b>	<b>13</b>	<b>16</b>
MCPS is compensated through CUPF for costs associated with general and primary elections held in school facilities. CUPF receives offsetting revenues from the General Fund for this purpose.						
<b>Group Insurance Premium Holiday Adjustment</b>	<b>0</b>	<b>17</b>	<b>17</b>	<b>17</b>	<b>17</b>	<b>17</b>
This is the estimated cost to restore funding for two pay periods of group insurance premium contributions.						
<b>Increase in Other MCPS Reimbursable Costs</b>	<b>0</b>	<b>93</b>	<b>96</b>	<b>98</b>	<b>101</b>	<b>103</b>
Reimbursements to MCPS for staff, maintenance, and supplies will be periodically adjusted to reflect increases in those costs.						
<b>Increase in Utility Reimbursements to MCPS</b>	<b>0</b>	<b>282</b>	<b>289</b>	<b>297</b>	<b>305</b>	<b>313</b>
These amounts reflect the projected future cost of reimbursing MCPS for utilities.						
<b>Office Lease</b>	<b>0</b>	<b>14</b>	<b>14</b>	<b>15</b>	<b>15</b>	<b>16</b>
CUPF is housed in a non-County building and pays an annual increase for its lease and a share of real estate assessments.						
<b>Other Post Employment Benefits (OPEB)</b>	<b>0</b>	<b>38</b>	<b>88</b>	<b>139</b>	<b>189</b>	<b>201</b>
These figures represent the estimated cost of the five-year plan to fully fund the annual required contribution related to post-employment benefits other than pensions for the County's workforce.						
<b>Subtotal Expenditures</b>	<b>8,354</b>	<b>8,846</b>	<b>8,889</b>	<b>9,211</b>	<b>9,148</b>	<b>9,174</b>

FY08-13 PUBLIC SERVICES PROGRAM: FISCAL PLAN			COMMUNITY USE OF PUBLIC FACILITIES				
FISCAL PROJECTIONS	FY07 ESTIMATE	FY08 REC	FY09 PROJECTION	FY10 PROJECTION	FY11 PROJECTION	FY12 PROJECTION	FY13 PROJECTION
<b>ASSUMPTIONS</b>							
Indirect Cost Rate	12.76%	12.56%	12.56%	12.56%	12.56%	12.56%	12.56%
CPI (Fiscal Year)	3.4%	3.1%	2.8%	2.7%	2.7%	2.6%	2.6%
Investment Income Yield	5.2%	5.2%	5.0%	5.0%	5.1%	5.1%	5.2%
Rate Increase Pending ICB Approval	0.0%	0.0%	5.0%	0.0%	5.0%	0.0%	5.0%
Growth in Activity	0.0%	0.0%	1.0%	1.0%	1.0%	1.0%	1.0%
<b>BEGINNING FUND BALANCE</b>	<b>2,269,410</b>	<b>2,598,590</b>	<b>2,272,070</b>	<b>1,918,710</b>	<b>1,469,420</b>	<b>1,437,580</b>	<b>1,376,900</b>
<b>REVENUES</b>							
Charges For Services	7,860,070	8,044,610	8,520,090	8,600,550	9,076,060	9,156,550	9,632,090
Miscellaneous	120,000	120,000	120,000	120,000	130,000	140,000	150,000
<b>Subtotal Revenues</b>	<b>7,980,070</b>	<b>8,164,610</b>	<b>8,640,090</b>	<b>8,720,550</b>	<b>9,206,060</b>	<b>9,296,550</b>	<b>9,782,090</b>
<b>INTERFUND TRANSFERS (Net Non-CIP)</b>	<b>(12,070)</b>	<b>(136,940)</b>	<b>(146,550)</b>	<b>(280,190)</b>	<b>(26,470)</b>	<b>(150,440)</b>	<b>(172,110)</b>
<b>TOTAL RESOURCES</b>	<b>10,237,410</b>	<b>10,626,260</b>	<b>10,765,610</b>	<b>10,359,070</b>	<b>10,649,010</b>	<b>10,583,690</b>	<b>10,986,880</b>
<b>PSP OPER. BUDGET APPROP/ EXP'S.</b>							
Operating Budget	(7,638,820)	(8,354,190)	(8,354,190)	(8,354,190)	(8,354,190)	(8,354,190)	(8,354,190)
Labor Agreement	n/a	0	(102,680)	(205,350)	(212,030)	(212,030)	(212,030)
Annualizations and One-Time	n/a	n/a	58,000	58,000	58,000	58,000	58,000
Other Post Employment Benefits (OPEB)	n/a	0	(37,940)	(88,490)	(138,960)	(189,430)	(200,820)
Group Ins. Premium Holiday Adjustment	n/a	0	(17,470)	(17,470)	(17,470)	(17,470)	(17,470)
Elections	n/a	n/a	(3,290)	117,450	(137,110)	(13,140)	(16,470)
Increase Utility Reimbursement to MCPS	n/a	n/a	(281,820)	(289,430)	(297,100)	(304,820)	(312,590)
Office Lease	n/a	n/a	(13,500)	(14,040)	(14,600)	(15,180)	(15,790)
Database Server and Imaging System	n/a	0	0	0	0	(58,000)	0
Other (Longevity and Duplicating)	n/a	0	(780)	(380)	320	320	320
Other Increases in Reimbursements to MCPS	n/a	n/a	(93,230)	(95,750)	(98,290)	(100,850)	(103,420)
<b>Subtotal PSP Oper Budget Approp / Exp's</b>	<b>(7,638,820)</b>	<b>(8,354,190)</b>	<b>(8,846,900)</b>	<b>(8,889,650)</b>	<b>(9,211,430)</b>	<b>(9,206,790)</b>	<b>(9,174,460)</b>
<b>TOTAL USE OF RESOURCES</b>	<b>(7,638,820)</b>	<b>(8,354,190)</b>	<b>(8,846,900)</b>	<b>(8,889,650)</b>	<b>(9,211,430)</b>	<b>(9,206,790)</b>	<b>(9,174,460)</b>
<b>YEAR END FUND BALANCE</b>	<b>2,598,590</b>	<b>2,272,070</b>	<b>1,918,710</b>	<b>1,469,420</b>	<b>1,437,580</b>	<b>1,376,900</b>	<b>1,812,420</b>
<b>END-OF-YEAR RESERVES AS A PERCENT OF RESOURCES</b>	<b>25.4%</b>	<b>21.4%</b>	<b>17.8%</b>	<b>14.2%</b>	<b>13.5%</b>	<b>13.0%</b>	<b>16.5%</b>
<b>Assumptions:</b> 1. The table reflects, for purposes of analysis only, general rate increases in FY09, FY11, and FY13. The ICB must review and approve any actual increase. 2. Changes in interfund transfers reflect the election cycle and receipts from the General Fund to offset the cost of free use and unpermitted field use. 3. The labor contract with the Municipal and County Government Employees Organization Local 1994 expires at the end of FY10.							
<b>Notes:</b> 1. Fund balance is calculated on a net assets basis. 2. Fees and activity levels are adjusted to fund the approved service program and maintain an ending fund balance target of at least 10% of resources. 3. These projections are based on the Executive's Recommended Budget and include negotiated labor agreements, the operating costs of capital facilities, the fiscal impact of approved legislation or regulations, and other programmatic commitments. They do not include inflation or unapproved service improvements. The projected future expenditures, revenues, and fund balance may vary based on changes to fee or tax rates, usage, inflation, future labor agreements, and other factors not assumed here.							

## COMMUNITY USE OF PUBLIC FACILITIES

**PROGRAM:**

Community Access to Public Space

**PROGRAM ELEMENT:**

Centralized Scheduling of Indoor School Space

**PROGRAM MISSION:**

To provide residents and community groups with easy access to school facilities at affordable rates; to ensure equitable allocation and use of school facilities; and to consolidate uses in facilities to reduce security monitoring and promote energy efficiencies

**COMMUNITY OUTCOMES SUPPORTED:**

- Affordable public space for the community to pursue leisure, religious, cultural, and academic activities
- Maximum access to school facilities for public use
- Diverse and fulfilling leisure activities
- Efficient use of public resources

### PROGRAM MEASURES

	FY04 ACTUAL	FY05 ACTUAL	FY06 ACTUAL	FY07 BUDGET	FY08 CE REC
<b>Outcomes/Results:</b>					
Hours of centrally scheduled indoor community use (free and paid)	527,208	542,388	520,580	536,960	535,090
Total hours of scheduled indoor community use (free and paid)	568,497	573,042	567,420	567,310	581,620
Percentage of hours of indoor community use that were centrally scheduled	93	95	92	95	92
<b>Service Quality:</b>					
Percentage of customers satisfied with service	94	87	95	95	95
Percentage of reported facility usage issues satisfactorily resolved	79	66	54	85	80
<b>Efficiency:</b>					
Number of centrally scheduled bookings per scheduler workyear	18,633	18,829	19,316	18,829	19,194
Percentage of indoor requests submitted online	19	28	35	40	40
Percentage of total program costs recovered through fees	100	98	104	94	88
<b>Workload/Outputs:</b>					
Number of customers/groups served	5,007	5,074	4,632	5,025	5,000
Number of user education training sessions held	55	49	48	49	48
Number of customers attending training	879	762	738	750	750
Number of scheduling issues reported to the Emergency Message Center	366	590	595	600	600
Number of centrally scheduled bookings	180,737	186,406	183,506	184,520	188,100
Fees received for centrally scheduled facilities (\$000)	5,419	5,604	6,677	6,829	7,022
<b>Inputs:</b>					
Expenditures - personnel (\$000)	657	736	723	809	833
Expenditures - other program/staff costs (\$000)	1,149	1,172	1,105	1,328	1,530
Expenditures - reimbursements to MCPS (\$000)	<u>3,608</u>	<u>3,832</u>	<u>4,616</u>	<u>5,090</u>	<u>5,655</u>
Total program expenditures (\$000)	5,414	5,740	6,444	7,227	8,018
Workyears devoted to indoor scheduling	9.7	9.9	9.5	9.8	9.8
Workyears devoted to managing school access to the scheduling database	0.75	0.65	0.65	0.65	0.65